

**Student Personal Emergency Evacuation Plan (PEEP)**

**Staff Guidance**

When a student’s disability report includes the provision: **Assisted evacuation required in an emergency**, the academic school should meet with the student to discuss what assistance is appropriate for their needs and the teaching environment(s).

Ultimately, the Head of School has responsibility for the health and safety of the students studying on their courses and programmes but the task of completing the PEEP with a student is likely to be devolved to another member of staff. This might be the course coordinator, the course administrator, the School’s Disability Coordinator or the School’s Fire Safety Coordinator. The person should have knowledge of the teaching activities, teaching venues and be familiar with the PEEP process.

**Guidance for staff:**

When you meet with the student, please explain the key features of the standard [Assisted Evacuation Arrangements](https://www.gla.ac.uk/myglasgow/seps/firesafety/assistedevacuation/) (shown on page 2 below). Make sure they are aware of how to find the [full guidance](https://www.gla.ac.uk/myglasgow/seps/firesafety/assistedevacuation/), and discuss whether these would be sufficient to enable them to be evacuated safely.

If they can be evacuated safely using the [standard Assisted Evacuation Arrangements](https://www.gla.ac.uk/myglasgow/seps/firesafety/assistedevacuation/), please document this on the form. You should arrange for the student to be shown where they can find the nearest Refuge Area(s) to their teaching venue(s) and how to use any two-way communication system (if relevant).

In some instances, it will not be possible to evacuate the student safely using the standard arrangements and individual evacuation arrangements will need to be developed and recorded on the Personal Emergency Evacuation Plan (PEEP) form.

Examples of students who cannot use the general assisted evacuation arrangements and will automatically require a PEEP are:

1. If the student cannot hear the standard fire alarm.
2. If the student cannot move unaided to a Refuge Area
3. If the student is a wheelchair user and requires the use of an evacuation device e.g. evacuation chair

**Developing personal evacuation arrangements and completing the PEEP form:**

**Step 1** Meet with the student to discuss whether the standard assisted evacuation arrangements are sufficient for their needs and decide what other arrangements need to be made for them.

**Step 2** Meet with Security and Fire Officers to discuss and review the specific arrangements that are required for this particular student. Security and SEPS Fire Officers can provide information about evacuation techniques, and equipment and its use. They can also advise whether fire evacuation lifts are available, as well as building exit routes.

A meeting should be arranged between the student and Security staff to discuss the practicalities of their PEEP, as Security are responsible for providing assistance during any emergency evacuation in most cases.

**Step 3** When the arrangements have been agreed, these should be recorded on the PEEP form. Please refer to the PEEP form which will guide you through the discussions required.

Please note, you may require to complete multiple PEEPs for different teaching venues, if the arrangements vary between different locations.

Copies of this evacuation plan must be held by:

* The student
* Academic School, if the PEEP relates to teaching spaces
* Halls of residence, site manager, if the PEEP relates to University accommodation
* Disability Service
* Security
* University Fire Safety Adviser
* Local Area Fire Officer(s) for each location
* Disability Co-ordinator (relevant to the course to which this PEEP relates)
* Course Administrator (relevant to the course to which this PEEP relates)

**The key points of the assisted evacuation arrangements are:**

The key points of the standard **Assisted Evacuation Arrangements** are:

# In advance of an emergency:

1. The student should download the SafeZone app to their phone and make sure they are registered as a University user.
2. The student should add the emergency contact number into their phone contacts:
* Gilmorehill campus 0141 330 4444
* Garscube campus 0141 330 2222
1. The location of Refuge Area(s) close to teaching venues should be shown to the student. Typically, these are found on fire-protected stair landings.
2. Training and familiarisation in the use of evacuation chairs can be arranged with Security Services or via SEPS.

# In the event of a fire alarm or other emergency evacuation:

1. The student should make their way to the nearest Refuge Area. Typically, these are found on fire-protected stair landings.
2. The student should contact Security by:
	1. Pressing the Emergency button on the SafeZone app – this activates an alarm in the control centre, or
	2. Using the two-way communication system, if available, or
	3. Phoning 0141 330 4444 (Gilmorehill) or 0141 330 2222 (Garscube)
3. The student should wait in place for central and/or local response teams to assist.

# Fire drills and false alarms:

1. Students will only be evacuated by the response team if deemed necessary for their safety.
2. In the event of a fire drill, or false alarm, students will not normally be required to fully evacuate the building but must go to a Refuge Area and be ready for evacuation.

# Evacuation chairs

1. Students need to be able to get themselves into the evacuation chair, with minimal assistance, to use an evacuation chair safely.
2. Training and familiarisation in the use of evacuation chairs can be arranged with Security Services or via SEPS. Any practice session or training in the use of the evacuation chair should be recorded on the PEEP form.

**Evacuation lifts**

1. Evacuation lifts are available in some buildings but are not self-operated. Use of an evacuation lift should be covered by a PEEP, if appropriate.